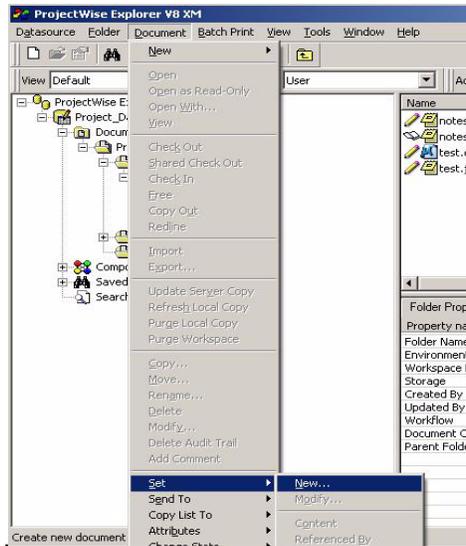


# Chapter 5 - Sets in ProjectWise

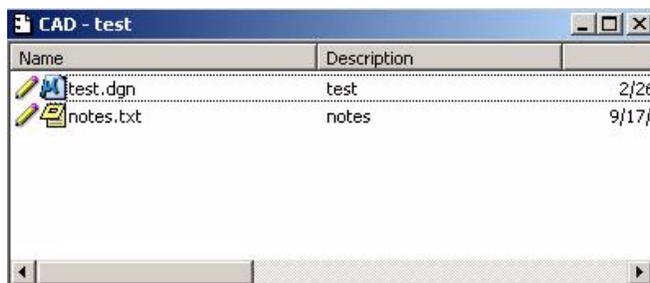
Some software works with groups of files or documents at the same time, such as reference files in MicroStation or embedded files or objects in Microsoft Word. An example is an Excel spreadsheet that is linked into a MicroStation drawing. . To accommodate this, ProjectWise has Sets. A Set is indicated by the  icon in the ProjectWise Explorer. You can create a set, check-out and check-in a set, modify the members of a set, and determine what set a document belongs to.



The “New”, “Modify”, and “Content” are used for Document Sets and the “Referenced By”, and “Show References” are used for MicroStation .DGN files that have references in them. The “Release References” is used for Document Sets and .DGN files.

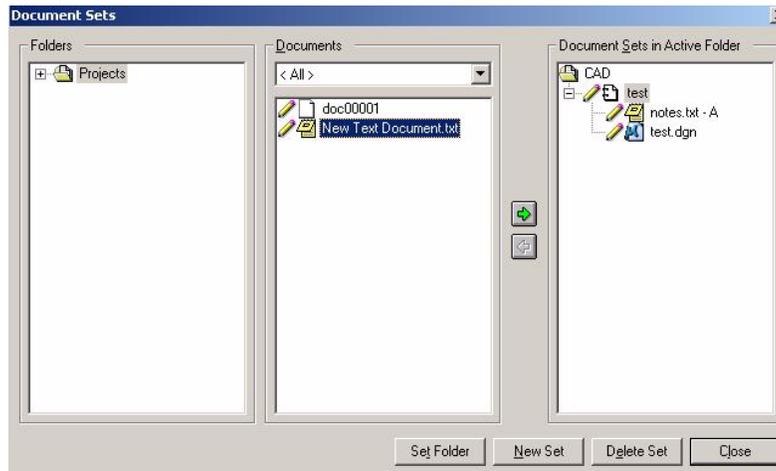
## Creating a Document Set

To create a document set, right click on a document you want to include in the set and select “New” from the list, or select **Set > New** from the Document menu. After you fill out the set name and comment, drag the documents you want in the set from the ProjectWise Explorer to the Document Set window. The documents in the set do not have to be in the same folder. The following is a Document Set window for “Set1”.



## Modifying the Contents of a Document Set

There are basically two ways to modify a document set, adding to the set, and removing documents from the set. To modify the contents of a set, right click on the set and select **Set > Modify**. The following window is displayed.



If you want to remove a document from the set, click on the document in the right list and then click on the left arrow between the Document and Document Sets in Active Folder lists. To add to a set, select the folder then the document you wish to add, and then click on the right arrow between the Document and Document Sets in Active Folder lists.